



King County

Mental Health, Chemical Abuse and Dependency Services Division

Department of
Community and Human Services

Alcohol and Other Drug Prevention Program

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Community Prevention Training Funds Guidelines 2010 - 2011

King County Department of Community and Human Services Alcohol and Other Drug Prevention Program has State of Washington Division of Behavioral Health and Recovery funds to support training that is related to substance abuse prevention.

1. The application must be received at least 30 days prior to the training event, unless a specific exception has been granted.
2. Training funds are intended to be used to increase the ability of prevention providers to implement Center for the Application of Prevention Technologies (CAPT) Best Practices, Promising Practices. For more information on Best Practices or Promising Practices, refer to the CAPT website <http://casat.unr.edu/bestpractices/alpha-list.php>.

The funds may be used for training events or training activities that increase the attendees' knowledge of, skill in, or ability, to provide best practices and promising approaches. A plan should be in place to use this new knowledge, skill, or ability to increase evidence-based prevention efforts in King County.

3. The Applicant must provide a minimum of 10 percent in non-federal matching funds.
4. Training funds may be used to cover the costs incurred in providing a training or attending a training.
5. Training funds may not be used for food if meals are provided with the training or conference

6. Mileage reimbursement may be requested for in-state travel. Out of state travel will not be funded but may be used as the matching funds.
7. The training or conference is not considered approved until you have the written approval letter from King County.
8. If approved, reimbursement will be paid after the event has happened and been attended by the approved Applicant. The Applicant must register and prepay for the event (and lodging, if applicable).
9. If approved, the Applicant will need to complete the following and bill us within 30 days after the event (if not invoiced within 30 days, payment is not guaranteed):
 - ☐ Attach invoice (see approval letter);
 - ☐ Attach all relevant receipts;
 - ☐ Attach copy of registration form; and
 - ☐ Attach copy of the cleared check, credit card receipt or cash receipt as proof of payment.

For more information or to inquire about an application, please call Carol Jernigan at (206) 263-8933.